



City of Helena
Public Works Department

316 N Park Ave
Helena, MT 59623
Phone: 406-447-8431
FAX: 406-447-8442

City of Helena

Application for Right-of-Way Encroachment or Use Permit

Applicant First Name:

Last Name:

Address:

City:

State:

Zip:

Phone:

Email Address:

Property Owner/User First Name:

Last Name:

Address:

City:

State:

Zip:

Phone:

REQUESTING:

7-13-3 Encroachment Permit *(granted by the City Manager)*

7-13-4 Non-Exclusive Right-of-Way Use Permit – duration of permit may not exceed 5 years *(granted by the City Manager)*

7-13-5 Exclusive Right-of-Way Use Permit (a private use that does not allow public access through the right-of-way) *(granted by the City Commission)*

Street address of property:

Legal Description of property:

Type, name, and legal description of Right-of-Way to be utilized (street, sidewalk or alley):

Purpose for Right-of-Way Use (including description of encroachment/use and duration of use):

Site Plan must include drawing of the location and dimensions of the right of way area proposed for the encroachment and the arrangement of objects, fixtures, or portions of structures expected to be located in the right of way.)

Certificate of Liability Insurance (for Exclusive Right-of-Way Use Permits only)

NOTE TO APPLICANT

- Owner must provide a signed application, site plan, and any maps for review by the City of Helena Public Works Department.
- **Exclusive Right-of-Way Use:** There is an annual fee of 5% of the market value or a minimum of \$50.00 for all Exclusive Right-of-Way Use permits and must be approved by the City Commission.
- The applicant for an exclusive right of way use permit shall indemnify, defend, and hold the city and its employees and agents harmless against all claims, liability, loss, damage, or expense incurred by the city due to any injury to or death of any person or any damage to property caused by or resulting from the activities for which the permit is granted. As evidence of the applicant's ability to perform the conditions of the permit, the applicant shall furnish a policy or certificate for comprehensive general liability insurance with the city named as an additional insured. Such certificate of insurance shall be in the amount of one million dollars (\$1,000,000.00) per claim or occurrence.

Printed Name of Owner/User:

Signature Owner/User:

Date:

Received:

Process By:

INTERNAL USE ONLY

ENCROACHMENT REVIEW

Location:

Legal Description of Property:

Description:

Comments:

Public Works Concerns?

Yes

No

Additional Comments:

City Engineering Representative: